

## **EMPLOYEES MUST REGISTER ON THE STATE VENDOR FILE TO:**

- Receive travel expense reimbursements
- Receive other non-payroll payments
- Sign up for Electronic Funds Transfer (EFT) – Direct Deposit of the above payments
- View EFT payment detail

### **How to Register on the State Vendor File**

1. Logon to Contract & Payment Express, (C&PE) at [www.michigan.gov/cpexpress](http://www.michigan.gov/cpexpress). If you have never accessed C&PE before, review the Welcome Page instructions and then click on ‘continue’ at the bottom of the page. On the C&PE Home Page click on ‘New Users’ and complete the easy-to-follow instructions.
2. Registration will require social security number, name, and address information.
3. For further instructions, employees may refer to the State of Michigan Financial Management Guide (FMG), [Part VI, Chapter 2](#), on the OFM website under ‘Policies & Procedures.’
4. Many other questions may also be answered by clicking on ‘[FAQ](#)’ at the top of the C&PE Welcome page.
5. If you need assistance, [contact](#) the OFM Help Desk.

Once registered, a password will be mailed via the U.S. Postal Service the following day. Please refrain from accessing C&PE again until you have received your password in the mail, because you could accidentally inactivate your password.

When you receive the password, access C&PE, enter the User ID you created and the password received in the mail. You will be prompted to change the password. Once completed, you can login, change address info as necessary, sign up to receive your payments via EFT, and view EFT payment detail.

### **Cannot Enter My Address**

If C&PE does not prompt you to enter address information, but instead displays an address, this indicates you are already on our vendor database even though you have not registered on C&PE. If the address is correct, continue to complete the registration. You will be unable to make changes to the address, therefore if the address is incorrect, submit a copy of the ‘Employee Registration Form’ found under ‘[Forms](#)’ on this website or a letter explaining the address changes needed. The information can be sent by fax, mail or State of Michigan GroupWise email to the number, email address or mailing address below.

### **Forgot User ID and/or Password**

If you have forgotten your User ID or password, click on the applicable blue hyper-links below the boxes used to enter your User ID or password. Once created, the User ID remains the same so if you request your User ID, you will be mailed a copy of the User ID you created the first time you visited C&PE. To request a password you must know your User ID. If you request a password, a new password will be generated and mailed

to you. NOTE: For security reasons, we cannot provide the User ID or password over the phone or through email.

### **How to Sign up to Begin Receiving Your Payments Via EFT (Direct Deposit)**

**(You must have access to a computer to sign up for Direct Deposit)**

1. Access C&PE, at [www.michigan.gov/cpexpress](http://www.michigan.gov/cpexpress).
2. Once you are logged in, click on 'View Registration Details,' click on 'Sign Up for Electronic Funds Transfer (Direct Deposit)' and enter the banking information requested.
3. **Click** on the **Printer friendly** icon to print the form.
4. **Sign** and **date** the form.
  - a. If you would like your payment sent to the **same account** in which you receive your payroll EFT, **submit** the form to the mailing address below.
  - b. If you would like your payment sent to a **different account** than your payroll EFT, either **attach** a voided check to the form OR have your **financial institution sign** and **date** the form and **submit** the form to the mailing address below.

**NOTE:** When signing up for direct deposit, if you would like to receive email notification when funds are deposited into your bank account, enter your email address. Many vendors have numerous addresses on the vendor file. To ensure email notification for all payments deposited into your bank account, enter an email address for each active address on your vendor record.

### **OFM Help Desk Address Information**

**Mailing address:**

State of Michigan  
DMB Office of Financial Management  
P.O. Box 30710  
Lansing, MI 48909

**Fax Number:**

(517) 373-6458

**Email Address**

dmb-vendor@michigan.gov